

# **Submit Institutional and Secondary Claims on the Provider Portal**

**Indiana Health Coverage Programs  
DXC Technology  
Annual Seminar – October 2019**



# Agenda

- IHCP Resources for *UB-04* Billers
- Submitting *UB-04*/Institutional Claims
- Submitting Third Party Liability (TPL) Secondary Claims
- Submitting Medicare or Medicare Replacement Plan Secondary Claims
- Searching for Claims and Payment History
- Submitting Third Party Liability (TPL) Updates
- Reminder
- Helpful Tools
- Questions



# IHCP Resources for *UB-04* Billers



# Resources

INDIANA MEDICAID for Providers	Provider Enrollment	Provider References	Provider Education	Business Transactions	Clinical Services	About IHCP Programs	Contact Information
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[INDIANA MEDICAID](#) / [IHCP PROVIDERS](#) / [PROVIDER REFERENCES](#)

Find policy and other guidance in Indiana Health Coverage Programs (IHCP) provider news announcements, publications, and primary reference documents.

- [News, Bulletins, and Banner Pages](#) ←

- [Current IHCP News](#)
- [Bulletins](#)
- [Banner Pages](#)

- [IHCP Email Notifications](#) ←

- [Provider Reference Materials](#)

- [IHCP Provider Reference Modules](#) ←
- [IHCP Companion Guides](#)

<https://www.in.gov/medicaid/providers/index.html>  
is your #1 venue for education and information.



# Provider References

INDIANA MEDICAID <i>for Providers</i>	Provider Enrollment	Provider References	Provider Education	Business Transactions	Clinical Services	About IHCP Programs	Contact Information
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## Medical Policy Manual

The Indiana Health Coverage Programs (IHCP) *Medical Policy Manual* contains information about Indiana Medicaid policies. View the most recent published manual at the link below. Policy changes that have occurred since the effective date noted are announced in IHCP provider [Bulletins](#) and [Banner Pages](#).

[Medical Policy Manual](#)

June 2019

Version 2.16

## IHCP Provider Reference Modules

For information about IHCP policies and procedures, including billing guidance, refer to the [IHCP Provider Reference Module](#) appropriate to the topic of interest.

## IHCP Provider Code Tables

Click "Launch Provider Code Tables" on the [Code Sets](#) page of this website to view published code tables related to general billing and claim processing, billing for certain services or provider types, or specific coverage policies for certain benefits and programs.



# Examples of Commonly Accessed Modules

<u>Hospice Services</u>	May 1, 2017	2.0
<u>Hospital Assessment Fee</u>	April 1, 2019	4.0
<u>Injections, Vaccines, and Other Physician-Administered Drugs</u>	May 1, 2018	3.0
<u>Inpatient Hospital Services</u>	September 1, 2017	2.0
<u>Laboratory Services</u>	May 1, 2018	3.0
<u>Long-Term Care</u>	February 1, 2018	3.0
<u>Medical Practitioner Reimbursement</u>	October 1, 2017	2.0
<u>Mental Health and Addiction Services</u>	May 1, 2017	2.0
<u>Obstetrical and Gynecological Services</u>	July 1, 2018	3.0
<u>Out-of-State Providers</u>	July 1, 2017	2.0
<u>Outpatient Facility Services</u>	May 1, 2018	3.0

# Table of Contents – Inpatient Hospital Services

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# Revenue Codes and Linkages

Access Code Sets from

<https://www.in.gov/medicaid/providers/index.html>

Business Transactions>Billing and Reimbursement>Code Sets>Launch Provider Code Table>Accept IHCP Provider Code Tables Agreement

## General Billing Codes

- Billing and Remittance
  - Code Sets

- Physician-Administered Drugs Carved Out of Managed Care and Reimbursable Outside the Inpatient DRG
- Prenatal and Preventive Pediatric Care Diagnosis Codes That Bypass Cost Avoidance
- Procedure Code Modifiers for Professional Claims
- Procedure Codes That Require Attachments
- Procedure Codes That Require NDCs
- Revenue Codes
- Revenue Codes with Special Procedure Code Linkages
- Service Codes That Require Electronic Visit Verification



# Service-and-Provider-Specific Codes

## Inpatient Hospital Services Codes

Table 1 – ICD-10 Diagnosis Codes for Newborn – Light for Gestational Age

Table 2 – ICD-10 Diagnosis Codes for Newborn – Small for Gestational Age

Table 3 – ICD-10 Diagnosis Codes for Newborn – Extremely Low Birth Weight

Table 4 – ICD-10 Diagnosis Codes for Newborn – Other Low Birth Weight

Table 5 – ICD-10 Deep Vein Thrombosis and Pulmonary Embolism Diagnosis Codes Excluded from Hospital-Acquired Condition (HAC) and Present on Admission (POA) Requirements for Pediatric or Obstetric Patients

Table 6 – Procedure Codes Payable as an Inpatient Service When Delivered in an Inpatient Setting for Stays of Less Than 24 Hours



# Outpatient Fee Schedule

Access Fee Schedule from

<https://www.in.gov/medicaid/providers/index.html>

Business Transactions>Billing and Reimbursement>IHCP Fee Schedules>View *Outpatient Fee Schedule*>Accept IHCP Fee Schedule Agreement>Go to *Outpatient Fee Schedule*

A	B	C	D	E	F	G	H	I	J	K
<b>Outpatient Fee Schedule for IHCP</b>										
Tab 1	Introduction/Notes									
Tab 2	Frequently Asked Questions									
Tab 3	Fee Schedule									
Tab 4	ASC Codes & Rates									
Tab 5	List of all Revenue Codes									
Tab 6	Codes allowable with Revenue Code 260 (on same date as treatment room									
Tab 7	Codes allowable with Revenue Code 274									
Tab 9	Codes allowable with Revenue Code 636									
Tab 10	Codes linked with Revenue Code 724									
Tab 11	Codes allowable with Revenue Code 920									
Tab 12	Codes allowable with Revenue Code 929									
Tab 13	Codes allowable with Revenue Code 940									
<sup>10</sup> Tab 14	MCE Only RC Links									

## Billing and Remittance

- Code Sets
- IHCP Fee Schedules


Provides information on revenue codes linkages



# Submitting *UB-04*/Institutional and Secondary Claims



# Two Ways to Access Claims Submission




My Home Eligibility **Claims** Care Manage

Claims

Claims

- ▶ [Search Claims](#)
- ▶ [Submit Claim Dental](#)
- ▶ [Submit Claim Institutional](#)
- ▶ [Submit Claim Professional](#)
- ▶ [Search Payment History](#)

OR



My Home **Claims** Care Management Res

Claims

Search Claims

Submit Claim Dental

Submit Claim Inst

Submit Claim Prof

- ▶ [Search Claims](#)
- ▶ [Submit Claim Dental](#)
- ▶ [Submit Claim Institutional](#)
- ▶ [Submit Claim Professional](#)

# Institutional Claim Provider and Patient Information

**Submit Institutional Claim: Step 1**

\* Indicates a required field.

☒ Inpatient ☐ Outpatient

**Provider Information**

If Surgical Procedure Code(s) are to be submitted with the claim, an Operating Provider ID is required.

Billing Provider ID	ID Type	NPI
<b>Institutional Provider ID</b> XXXXXXXXXX	ID Type	NPI
Attending Provider ID	ID Type	
Attending Taxonomy		
Operating Provider ID	ID Type	
Other Operating Provider ID	ID Type	

**Patient Information**

Enter Member ID, Date of Birth and at least one character of First and Last Name

<b>*Member ID</b> XXXXXXXXXXXX	<b>*First Name</b>
<b>*Last Name</b>	
Birth Date	

**Before entering information, indicate whether the claim is for inpatient or outpatient.**

- The Inpatient/Outpatient selection determines which fields are required.

**\*Red asterisks indicate required fields.**



# Institutional Claim Information

Claim Information	
Claim Header Instructions	
<b>*Covered Dates</b> 07/02/2019 - *07/16/2019	
<b>*Admission Date/Hour</b> 07/02/2019 - 15:00 (hh:mm)	<b>Discharge Hour</b> (hh:mm)
<b>*Admission Type</b> 1-EMERGENCY	<b>Admission Source</b>
<b>*Admitting Diagnosis Type</b> ICD-10-CM	<b>*Admitting Diagnosis</b> P050-NEWBORN LIGHT FOR GESTATIONAL AG
<b>E Code Diagnosis Type</b> ICD-10-CM	<b>E Code Diagnosis</b>
<b>E Code Present on Admission</b>	<b>Medical Record Number</b>
<b>*Patient Status</b> 01-DISCHARGED TO HOME OR SEL	<b>*Type of Bill</b> 111-Hospital
<b>*Patient Number</b> XXXXXXX	<b>Authorization Number</b>
<b>*Does the provider accept assignment for claim processing?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Clinical Lab Services Only	
<b>*Are benefits assigned to the provider by the patient or their authorized representative?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
<b>*Does the provider have a signed statement from the patient releasing their medical information?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Include Other Insurance</b> <input checked="" type="checkbox"/>	<b>Total Charged Amount</b> \$0.00
<b>Continue</b> <b>Cancel</b>	

- Click the **Include Other Insurance** box before **Continue**.

# Institutional Claim Diagnosis Codes

**Submit Institutional Claim: Step 2**

\* Indicates a required field.

Provider Information	
Billing Provider ID	I
Patient and Claim Information	
Member ID	
Member	
Birth Date	
Covered Dates	07/02/2019 - 07/16/2019
Admitting Diagnosis Type	ICD-10-CM

**Diagnosis Codes**

Select the row number to edit the row. Click the **Remove** link to remove the row. Please note that the 1st diagnosis entered is considered to be the principal diagnosis.

#	Diagnosis Type	
1		

1

\*Diagnosis Type ICD-10-CM ▼

Present on Admission ▼

\*Diagnosis Code ⓘ

P050

\*\* 11 matches found. Select entry or refine search text. \*\*

Add
Reset

1249 GRAMS

P0505-NEWBORN LIGHT FOR GESTATIONAL AGE, 1250-1499 GRAMS

P0506-NEWBORN LIGHT FOR GESTATIONAL AGE, 1500-1749 GRAMS

P0507-NEWBORN LIGHT FOR GESTATIONAL AGE, 1750-1999 GRAMS

P0508-NEWBORN LIGHT FOR GESTATIONAL AGE, 2000-2499 GRAMS

P0509-NEWBORN LIGHT FOR GESTATIONAL AGE, 2500 GRAMS AND OVER

P0502-NEWBORN LIGHT FOR GESTATIONAL AGE, 500-749 GRAMS

P0503-NEWBORN LIGHT FOR GESTATIONAL AGE, 750-999 GRAMS

P0501-NEWBORN LIGHT FOR GESTATIONAL AGE, LESS THAN 500 GRAMS

- Enter the first three alpha characters or diagnosis characters. A suggested list populates.

# Institutional Claim Enter Diagnosis Codes

## Diagnosis Codes

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code.

#	Diagnosis Type	Diagnosis Code	POA	Action
<a href="#">1</a>	ICD-10-CM	P050-NEWBORN LIGHT FOR GESTATIONAL AGE		<a href="#">Remove</a>
<a href="#">2</a>	ICD-10-CM	P0703-EXTREMELY LOW BIRTH WEIGHT NEWBORN, 750-999 GRAMS		<a href="#">Remove</a>
<a href="#">3</a>				

3 **\*Diagnosis Type** ICD-10-CM ▼ **\*Diagnosis Code**

Present on Admission

[Add](#)

[Reset](#)

- Click **Add** after each entry.
- If diagnosis requires a present on admission (POA) indicator, include it.





# Institutional Claim Condition, Occurrence, and Value Codes

**Condition Codes**

Click the **Remove** link to remove the entire row.

#	Condition Code	Action
1		

1

\*Condition Code

Add

Reset

**Occurrence Codes**

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Occurrence Code	From Date	To Date	Action
1				

1

\*Occurrence Code

\*From Date

\*To Date

Add

Reset

**Value Codes**

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Value Code	Amount	Action
1			

1

\*Value Code

\*Amount

Add

Reset

- Enter codes, dates, and amounts.
- Click **Add**.

# Institutional Claim Surgical Procedure Code

## Surgical Procedures

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

Please note that the 1st surgical procedure code entered is considered to be the principal (primary) Surgical Procedure Code.

#	Surgical Procedure Type	Surgical Procedure Code	Date	Action
<u>1</u>				

1 \*Surgical Procedure Type ICD-10-PCS ▼ \*Surgical Procedure Code

\*Date  

- Enter the surgical procedure code and date.
- Click **Add**, then **Continue**.

# **Submitting Third Party Liability Secondary Claims**



# When is the Primary EOB Required for TPL Insurance - Commercial?

## Explanation of benefits (EOB) needed when:

- Third Party Liability (TPL) has denied the service as non-covered.
- The TPL has applied the entire amount to the copay, coinsurance, or deductible, and no payment is made.

## EOB not needed when:

- The primary insurance *COVERS* the service and has *PAID* on the claim.
- Actual dollars were received.



# Other Insurance TPL Header

## Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter adjusted payment details, such as reason codes, in the Claim Adjustment Details section.

Click the **Remove** link to remove the entire row.

[Refresh Other Insurance](#)

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
1	AETNA			\$0.00	--	<a href="#">Remove</a>

 Click to add a new other insurance.



- If the primary insurance is listed, click on the line-item number to open the window.
- If primary insurance is not listed, click + (plus) to add a new other insurance.



# Other Insurance TPL Header

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid
<input type="checkbox"/> Click to collapse.					
	*Carrier Name <input type="text" value="AETNA"/> Carrier Address <input type="text"/> <input type="text"/> City <input type="text"/> State <input type="text"/> ZIP Code <input type="text"/>	*Carrier ID <input type="text" value="AETNA"/>			
	*Policy Holder Last Name <input type="text"/> Policy Holder Address <input type="text"/> <input type="text"/> City <input type="text"/> State <input type="text"/> ZIP Code <input type="text"/>	*First Name <input type="text"/>			
	*Policy ID <input type="text"/> *Relationship to Patient <input type="text"/> Group ID <input type="text"/>	SSN <input type="text"/> *Claim Filing Code <input type="text"/> Policy Name <div>             11-Other Non-Federal Programs              12-Preferred Provider Organization              13-Point of Service (POS)              14-Exclusive Provider Organization              15-Indemnity Insurance              16-Health Maintenance Organization              17-Dental Maintenance Organization              AM-Automobile Medical              BL-Blue Cross/Blue Shield              CH-Champus              CI-Commercial Insurance Co.              DS-Disability           </div>			
	TPL/Medicare Paid Amount <input type="text" value="\$0.00"/> Claim ID <input type="text"/> Referral Number <input type="text"/>	Paid Date <input type="text"/> Authorization Number <input type="text"/>			
<div> <input type="button" value="Add"/> <input type="button" value="Cancel"/> </div>					

- Complete the required fields (\*), and the TPL/Medicare Paid Amount field.
- Click **Add**.

# Other Insurance TPL Header

## Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter adjusted payment details, such as reason codes, in the Claim Adjustment Details section.

Click the **Remove** link to remove the entire row.

**Refresh Other Insurance**

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
1	AETNA			\$0.00	—	<a href="#">Remove</a>

☐ Click to add a new other insurance.

Condition Codes



Occurrence Codes



Value Codes



Surgical Procedures



**Back to Step 1**


**Continue**

**Cancel**

- After you save and see the information in the *Other Insurance Details* window, click **Continue**.






# Other Insurance TPL Detail



**Service Details** 


Select the row number to edit the row. Click the **Remove** link to remove the entire row.


#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
---	-----------	---------	--------------	----------------------	---------------	-------	--------

 Click to collapse.


\*From Date  07/02/2019 To Date  07/16/2019

\*Revenue Code  HCPCS/Procedure Code 

Modifiers 

Charge Amount \$25000.00 \*Units 15 \*Unit Type Unit 

Line Item Control#

**NDC for Service Detail** 

**Add** **Cancel**

- Click on the Service Details line and complete the required fields.
- Click **Add**.
- The Service Details line will collapse.



# Other Insurance TPL Detail

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
1	07/02/2019	07/16/2019			\$25,000.00	15 Unit	<a href="#">Remove</a>

\*From Date

07/02/2019

To Date

07/16/2019

\*Revenue Code

HCPCS/Procedure Code

Modifiers

Charge Amount

\$25,000.00

\*Units

15

\*Unit Type


Unit

Line Item Control#






- Click the **1** for the service details to open the Other Insurance Details window.





# Other Insurance TPL Detail

**Other Insurance for Service Detail** 

Click the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
<input type="checkbox"/> Click to collapse.				
	 *Other Carrier <input type="text"/>			
		*TPL/Medicare Paid Amount <input type="text" value="\$0.00"/>	*Paid Date <input type="text" value="07/18/2019"/> 	
				
		 <b>Add</b>	<b>Cancel</b>	

**NDC for Service Detail** 

 **Save** **Cancel**

- Use the drop-down menu to choose the insurance that was added at the header level. Add the payment received for that detail line and date of the primary EOB.
- Click **Add** and **Save** to collapse the service detail line.

# Other Insurance TPL Additional Details

## Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
<a href="#">1</a>	07/02/2019	07/16/2019			\$25,000.00	15 Unit	<a href="#">Remove</a>
<a href="#">2</a>	07/02/2019	07/16/2019			\$3,000.00	10 Unit	<a href="#">Remove</a>
<a href="#">3</a>	07/02/2019	07/16/2019			\$3,500.00	10 Unit	<a href="#">Remove</a>

- Repeat these steps for EACH detail line to report the payment for each detail individually.



# **Submitting Medicare or Medicare Replacement Plan Secondary Claims**



# When is the Medicare or Medicare Replacement Plan EOB required?

## Explanation of benefits (EOB) needed when:

- The Medicare or the Medicare Replacement Plan denies the service
- If Replacement Plan EOB is required, “Medicare Replacement Plan” must be written on the EOB



## EOB not needed when:

- The Medicare or Medicare Replacement Plan covers the service:
  - Actual dollars were received
- Zero-paid claim
  - Entire
  - Partial amount was applied to deductible, coinsurance, or copay

*A zero-paid claim **IS NOT** a denied claim.*



# Medicare or Medicare Replacement Plan Header

**\*Carrier Name** Medicare **\*Carrier ID** 08101

**Carrier Address**

**City** **State** **ZIP Code** **Country Code**

**\*Policy Holder Last Name** **\*First Name** **MI**

**Policy Holder Address**

**City** **State** **ZIP Code** **Country Code**

**\*Policy ID** **SSN**

**\*Relationship to Patient** **\*Claim Filing Code**

**Group ID** **Policy Name**

**TPL/Medicare Paid Amount** \$0.00

**Claim ID**

**Referral Number**

**Add** **Cancel**

**Condition Codes**

Click the **Remove** link to remove the entire row.

#	Condition Code
	11-Other Non-Federal Programs
	12-Preferred Provider Organization (PPO)
	13-Point of Service (POS)
	14-Exclusive Provider Organization (EPO)
	15-Indemnity Insurance
	16-Health Maintenance Organization (HMO) Medicare Risk
	17-Dental Maintenance Organization
	AM-Automobile Medical
	BL-Blue Cross/Blue Shield
	CH-Champus
	CI-Commercial Insurance Co.
	DS-Disability
	FI-Federal Employees Program
	HM-Health Maintenance Organization
	LM-Liability Medical
	MA-Medicare Part A
	MB-Medicare Part B

Traditional Medicare A – MA  
Traditional Medicare B - MB  
Medicare Replacement Plan - 16

- Complete all required fields (\*), and the TPL/Medicare Paid Amount field.
- Click **Add**.



# Medicare or Medicare Replacement Plan Header

## Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter adjusted payment details, such as reason codes, in the Claim Adjustment Details section.

Click the **Remove** link to remove the entire row.

[Refresh Other Insurance](#)

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
<a href="#">1</a>	Medicare	08101		\$0.00	—	<a href="#">Remove</a>

- After you save, the system will return to the *Other Insurance Details* panel.
- Click on the insurance line number again to add the coinsurance and deductible information in the *Claim Adjustment Details* window.



# Medicare or Medicare Replacement Plan Header

**Claim Adjustment Details**

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
<input type="checkbox"/> Click to collapse.					
	* Claim Adjustment Group Code	PR-Patient Responsibility			
	* Reason Code	1			
	* Adjustment Amount	15.00	Adjusted Units		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
<input type="checkbox"/> Click to add a new other insurance.					
<input type="button" value="Back to Step 1"/>			<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

Reason Codes:  
1 Deductible  
2 Coinsurance  
3 Copayment

- Click **Add** once all information has been entered.
- The Adjustment Amount is the patient responsibility amount.



# Medicare or Medicare Replacement Plan Header

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
<a href="#">1</a>	PR-Patient Responsibility	1-Deductible Amount	\$30.00		<a href="#">Remove</a>

+

Click to add a new claim adjustment.

Save

Cancel

+

Click to add a new other insurance.

Condition Codes

+

Occurrence Codes

+

Value Codes

+

Surgical Procedures

+

Back to Step 1

Continue

Cancel

- If the member has more than one patient responsibility, click the + (plus) sign to add new claim adjustment.
- Once the Claim Adjustment Details panel is completed, click **Save** and then **Continue**.

# Medicare or Medicare Replacement Plan Detail

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
<div> Click to collapse. </div>							
<div> <div> <div>*From Date</div> <div>07/02/2019</div> </div> <div> <div>To Date</div> <div>07/16/2019</div> </div> </div> <div> <div> <div>*Revenue Code</div> <div></div> </div> <div> <div>HCPCS/Procedure Code</div> <div></div> </div> </div> <div> <div> <div>Modifiers</div> <div></div> </div> <div> <div></div> <div></div> </div> </div> <div> <div> <div>Charge Amount</div> <div>\$25000.00</div> </div> <div> <div>*Units</div> <div>15</div> </div> <div> <div>*Unit Type</div> <div>Unit</div> </div> </div> <div> <div> <div>Line Item</div> <div></div> </div> <div> <div>Control#</div> <div></div> </div> </div>							

NDC for Service Detail

Add

Cancel

- Click on the Service Detail line and complete the require field.
- Click **Add**.
- Service Detail line will collapse.



# Medicare or Medicare Replacement Plan Detail

**Service Details**

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
<u>1</u>	07/02/2019	07/16/2019			\$25,000.00	15 Unit	<a href="#">Remove</a>

\*From Date 07/02/2019 To Date 07/16/2019

\*Revenue Code HCPCS/Procedure Code

Modifiers

Charge Amount \$25,000.00 \*Units 15 \*Unit Type Unit


Line Item

Control#





- Click **1** for the service detail to open the Other Insurance Details panel.






# Medicare or Medicare Replacement Plan Other Insurance Detail

**Other Insurance for Service Detail** 

Click the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
<input type="checkbox"/> Click to collapse.				
	*Other Carrier 			
		*TPL/Medicare Paid Amount \$0.00	*Paid Date 07/18/2019 	
				

**NDC for Service Detail** 

- Use the drop-down menu to choose the insurance that was added at the header level.
- Add the payment received for that detail line and date of primary EOB.
- Click **Add** and **Save** to collapse the service detail line.



# Medicare or Medicare Replacement Plan Claim Adjustment Details

**Other Insurance for Service Detail**

Click the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Carrier ID	TPL/Medicare Paid Amount	Paid
<b>1</b>	08101	\$8,500.00	07/22

\*Other Carrier: 08101-Medicare

\*TPL/Medicare Paid Amount: \$8,500.00

\*Paid Date: 07/22/2019

**Claim Adjustment Details**

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjuster.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code

Click to collapse.

\*Claim Adjustment Group Code: PR-Patient Responsibility

\*Reason Code: 1

\*Adjustment Amount: 600

Adjusted Units:

**Add** **Cancel**

**Save** **Cancel**

Reason codes:

1 = Deductible

2 = Coinsurance

3 = Copayment amount

- Click **1** to open Claims Adjustment Details.
- Use the drop-down menu to choose PR – Patient Responsibility.
- Choose the appropriate reason code.
- Enter amount of deduct/coins/copay.
- Click **Add**, then **Save**.

# Medicare or Medicare Replacement Plan Additional Details

## Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
<a href="#">1</a>	07/02/2019	07/16/2019			\$25,000.00	15 Unit	<a href="#">Remove</a>
<a href="#">2</a>	07/02/2019	07/16/2019			\$3,000.00	10 Unit	<a href="#">Remove</a>
<a href="#">3</a>	07/02/2019	07/16/2019			\$3,500.00	10 Unit	<a href="#">Remove</a>

- Repeat these steps for EACH detail line to report the payment for each detail individually.



# Claim Note and Attachments

**Claim Note Information**

Click the **Remove** link to remove the entire row.

#	Note Reference Code	Note Text	Action
<div> <input type="checkbox"/> Click to collapse. </div> <div> <div> <div>Note Reference Code</div> <div>Note Text</div> <div> <div>Add</div> <div>Cancel</div> </div> </div> <div> <div> <div> Allergies Goals, Rehabilitation Potential, or Discharge Plans Diagnosis Description Durable Medical Equipment (DME) and Supplies Medications Nutritional Requirements Orders for Disciplines and Treatments Functional Limitations, Reason Homebound, or Both Reasons Patient Leaves Home Times and Reasons Patient Not at Home Unusual Home, Social Environment, or Both Safety Measures Supplementary Plan of Treatment Updated Information </div> <div> 03-Report Justifying Treatment Beyond Utilization Guidelines 04-Drugs Administered 05-Treatment Diagnosis 06-Initial Assessment 07-Functional Goals 08-Plan of Treatment 09-Progress Report 10-Continued Treatment 11-Chemical Analysis 13-Certified Test Report 15-Justification for Admission 21-Recovery Plan A3-Allergies/Sensitivities Document A4-Autopsy Report AM-Ambulance Certification AS-Admission Summary B2-Prescription B3-Pysician Order B4-Referral Form BR-Benchmark Testing Results BS-Baseline BT-Blanket Test Results CB-Chiropractic Justification CK-Consent Form(s) CT-Certification D2-Drug Profile Document DA-Dental Models DB-Durable Medical Equipment Prescription DG-Diagnostic Report </div> </div> </div> </div>			

**Attachments**

Click the **Remove** link to remove the entire row.

# Click Submit

- Click **Submit**.

**Service Details**

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units	Action
<a href="#">1</a>	07/02/2019	07/16/2019			\$25,000.00	15 Unit	<a href="#">Remove</a>
<a href="#">2</a>	07/02/2019	07/16/2019			\$3,000.00	10 Unit	<a href="#">Remove</a>
<a href="#">3</a>	07/02/2019	07/16/2019			\$3,500.00	10 Unit	<a href="#">Remove</a>

Click to add service detail.

**Attachments**

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Control #	Attachment Type	Action
---	---------------------	------	-----------	-----------------	--------

Click to add attachment.

**Claim Note Information**

Click the **Remove** link to remove the entire row.

#	Note Reference Code	Note Text	Action
---	---------------------	-----------	--------

Click to collapse.

Note Reference Code

Note Text



# Confirm

Service Details						
#	From Date	To Date	Revenue Code	HCPCS/Procedure Code	Charge Amount	Units
<u>1</u>	07/02/2019	07/16/2019			\$25,000.00	15 Unit
<u>2</u>	07/02/2019	07/16/2019			\$3,000.00	10 Unit
<u>3</u>	07/02/2019	07/16/2019			\$3,500.00	10 Unit
No Condition Codes exist for this claim						
No Occurrence Codes exist for this claim						
No Value Codes exist for this claim						
No Surgical Procedures exist for this claim						
No Attachments exist for this claim						
No Claim Notes exist for this claim						
<div>Back to Step 1Back to Step 2Back to Step 3Print PreviewConfirmCancel</div>						

- Review claim.
- Click **Confirm**.

# Claim Status and Claim ID

The screenshot displays the 'INDIANA MEDICAID for Providers' portal. At the top, there is a navigation bar with links: 'My Home', 'Eligibility', 'Claims', 'Care Management', 'Resources', and 'Switch Provider'. Below this, a breadcrumb trail shows 'Claims > Claim Receipt'. A 'Delegate for' section with a 'Role IDs' dropdown is visible. The main content area is titled 'Submit Professional Claim: Confirmation' and contains a 'Professional Claim Receipt' box. Inside this box, it states: 'Your Professional Claim was successfully submitted. The claim status is Finalized'. To the right of this text, the words 'Payment/Denied' are highlighted in a red box. Below, it says 'The Claim ID is' followed by a red-outlined rectangular box. Further down, there are instructions to click 'Print Preview' to view claim details, 'Copy' to copy member or claim data, and 'New' to submit a new claim. At the bottom of the receipt box are three buttons: 'Print Preview', 'Copy', and 'New'.

*Attachment and/or Claim Note may cause the claim status to be pending/in process.*



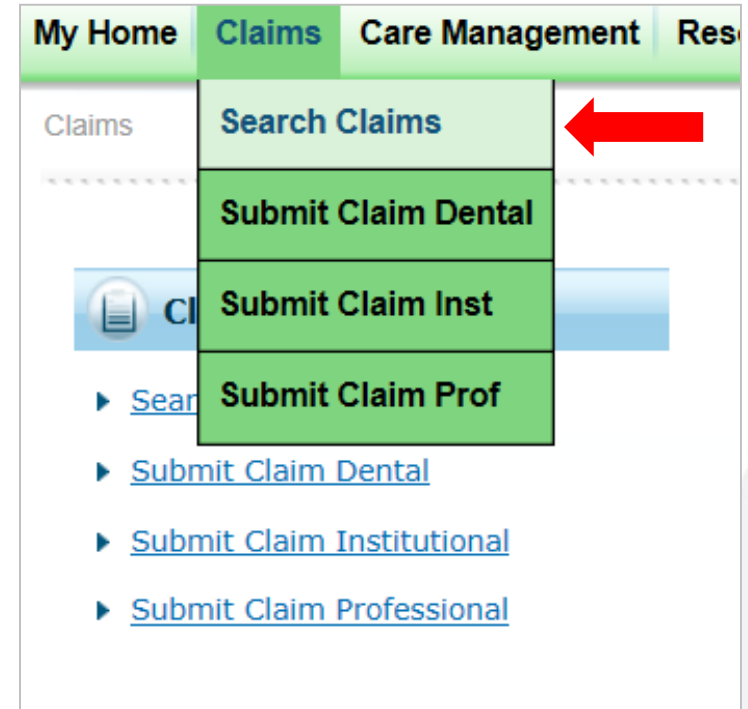
# Searching for Claims and Payment History



# Search Claims



OR



- There are two ways to begin a claims search.



# Search Claims by Claim ID, Member, or Date Range

**Search Claims** ?


Medical/Dental/Institutional

Either the Paid Date or Service From and To date are required fields when the Claim ID is not entered.

**Claim Information**

Claim ID




**Member Information**


Member ID  Birth Date  

Last Name  First Name

**Service Information**

Claim Type

 Service From   To   Claim Status

Paid Date  

- Service from and to dates cannot be more than 60 days.







# Claims Search Display

## Search Results

To see service line information or to view a remittance advice, click on the '+' next to the claims ID.

Total Records: 7

+/-	<u>Claim ID</u>	<u>Claim Type</u>	<u>Claim Status</u>	<u>Service Date</u> ▼	<u>Member ID</u>	<u>Rendering Provider ID</u>	<u>Medicaid Paid Amount</u>	<u>Paid Date</u>	<u>Member Responsibility</u>
		Institutional	Finalized Denied	05/17/2019 - 05/30/2019			\$0.00	08/07/2019	\$0.00
		Institutional	Finalized Denied	04/26/2019 - 05/06/2019			\$0.00	08/07/2019	\$0.00
		Institutional	Finalized Payment	04/05/2019 - 04/23/2019			\$0.00	08/07/2019	\$0.00
		Institutional	Finalized Denied	04/04/2019 - 04/18/2019			\$0.00	08/07/2019	\$0.00

# Search Payment History

My Home | Eligibility | **Claims** | Care Management | Resources | Switch Provider

Claims > Search Payment History

Monday 07/22/2019 05:59 PM

Delegate for [ ]

Search Claims  
Submit Claim Dental  
Submit Claim Inst  
Submit Claim Prof  
**Search Payment History**

Search Payment History

Provider ID	ID Type	NPI	Name
-------------	---------	-----	------

\* Indicates a required field.

Enter a From and To Issue Date that does not span more than 90 days. To further refine the search, select a Payment Method and/or enter a Payment ID.

Payment Method: All  
Payment ID: [ ]

Issue Date: \*From: 04/23/2019 \*To: 07/22/2019

**Search** Reset

*The From and To Issue Date cannot span more than 90 days.*



# Search Payment History

## Search Results

To see payment details, click on the Payment ID link.

To access a copy of the Remittance Advice, select the RA icon. Access to the RA will require Adobe Acrobat Reader.

Total Records: 13

<u>Issue Date</u> ▼	<u>Payment Method</u>	<u>Payment ID</u>	<u>Total Paid Amount</u>	<u>RA Copy (PDF)</u>
07/17/2019	Check		\$0.00	
07/10/2019	Check		\$0.00	 (  )
07/03/2019	Check		\$0.00	



# **Submitting Third Party Liability Updates via the Portal**



# Other Insurance TPL Updates

## User Details

Welcome

- ▶ [My Profile](#)
- ▶ [Switch Provider](#)

## Provider

Name

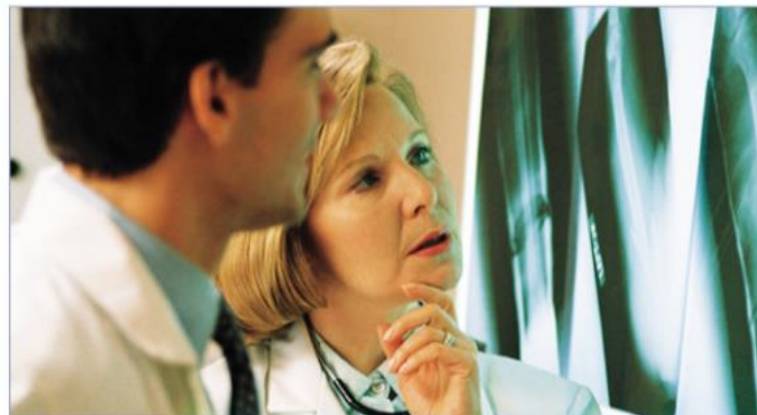
Provider ID

- ▶ [Provider Maintenance](#)

## Provider Services

- ▶ [Member Focused Viewing](#)

WELCOME HEALTH CARE PROFESSIONAL!



We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and submit claims, our secure site provides access to benefits, answers to frequently asked questions, and the ability to search for providers.

 [Contact Us](#)

 [Notify Me](#)

 [Secure Correspondence](#)



*Delegates must have the function granted to them by their site administrator*



# Other Insurance (TPL) Updates

## Create New Message



INDIANA MEDICAID *for Providers*

Contact Us | FAQs | Logout

[My Home](#) | [Eligibility](#) | [Claims](#) | [Care Management](#) | [Resources](#)

[My Home](#) > Secure Correspondence Monday 07/22/2019 07:26 PM

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Secure Correspondence - Message Box [Back to My Home](#) ?

Access your messages by selecting the individual subject line. Whenever a new message is sent, a confirmation e-mail precedes the request. For additional queries please contact us.

[Create New Message](#)

There are 0 messages to view.

- Responses to previous inquiries are listed.



# Other Insurance (TPL) Updates

## Create Message

### Secure Correspondence - Create Message

[Back to Message Box](#) ?

Enter your correspondence information below and click the **Send** button to send the correspondence or click **Cancel** to return to Secure Correspondence Message - Box

\* Indicates a required field.

*Subject	<input type="text"/>
*Message Category	TPL Update ▼
*Email Address ⓘ	Banking/Financial/RA Inquiry
*Confirm Email Address ⓘ	Claim Administrative Review Request
Member ID	Claim Appeal
Claim Number	Claim Inquiry
Date of Service ⓘ	Coverage Inquiry
Medicaid Paid Amount	Enrollment Inquiry
Paid Date ⓘ	Portal Assistance
Provider/Facility	TPL Update
*Message	Member no longer as ABC Insurance as of 06.30.18. Claim denied for no coverage. Please see insurance verification attachment for update.

# Other Insurance (TPL) Updates Attachments

**Attachments**

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Control #	Attachment Type	Action
---	---------------------	------	-----------	-----------------	--------

☐ Click to collapse.

\*Transmission Method

\*Upload File  No file chosen

\*Attachment Type

- 01-Primary payer EOBs, including Medicare
- 02-Invoices or MSRP
- 03-Medical records
- 04-Consent forms
- 05-Remittance Advice (RA)
- 06-Screen prints
- 07-Admin Review Request Form
- 08-Claim/Correspondence
- 09-Other

- Add any required attachments to support the request.
- Click **Send**.

# Reminder

# Hospital Assessment Fee Adjustment

Effective August 1, 2019, the IHCP revised the Hospital Assessment Fee (HAF) adjustment factors used for outpatient reimbursement and inpatient diagnosis-related group (DRG) reimbursement to eligible hospitals. Please refer to *IHCP Bulletin* [BT201939](#) for more information.

- The revised adjustment factor for the inpatient DRG base rate is 2.7 (previously 3.1).
- The adjustment factor for the inpatient rehabilitation level-of-care (LOC) rate is 2.6 (no change).
- The adjustment factor for the inpatient psychiatric LOC rate is 2.2 (no change).
- The adjustment factor for the inpatient burn LOC rate is 1.0 (no change).
- The revised adjustment factor for the outpatient rates, excluding laboratory services, is 2.9 (previously 3.0).

*HAF adjustment factors apply within the fee-for-service (FFS) and managed care delivery systems, including reimbursement under the Healthy Indiana Plan (HIP), Hoosier Care Connect, and Hoosier Healthwise programs.*



# Treatment Room Revenue Codes

Effective September 25, 2019, the Indiana Health Coverage Programs (IHCP) will apply the following limit in the claim-processing system to reimbursement of treatment room revenue codes in the same “family.”

More than one revenue code in the same family billed for the same date of service (DOS), on the same or different claims, and by the same provider, will deny for explanation of benefits (EOB) 6392 - *Treatment room revenue codes in the same family are limited to one revenue code per date of service, same provider.*

Please refer to BR201934 for more information

Note: Revenue codes and their full descriptions are listed in Revenue Codes table, accessible from the [Code Sets](https://www.in.gov/medicaid/) web page at <https://www.in.gov/medicaid/>.





# Revenue Codes

Effective September 3, 2019, the Indiana Health Coverage Programs (IHCP) will reduce the flat rate pricing of the revenue codes in Table 1, to reimburse at \$0. This pricing change will apply to outpatient services with dates of service (DOS) on or after September 3, 2019.

*Table 1 – Revenue codes reimbursable at \$0 in the outpatient setting, effective for DOS on or after September 3, 2019*

Revenue code	Description
251	Pharmacy-generic drugs
252	Pharmacy-nongeneric drugs
262	IV therapy - IV therapy/pharmacy services
264	IV therapy - IV therapy/supplies
273	Medical/surgical supplies and devices-take-home supplies
277	Medical/surgical supplies and devices-oxygen-take-home
621	Medical/surgical supplies-extension of 027x-supplies incident to radiology
622	Medical/surgical supplies-extension of 027x-supplies incident to other dx services

Please refer to BR201931 for more information



# Claim Filing Limit

- The IHCP mandated a 180-day filing limit for FFS claims, effective January 1, 2019. Refer to [BT201829](#), published on June 19, 2018, for additional details.
- The 180-day filing limit is effective based on date of service:
  - Any services rendered on or after January 1, 2019, are subject to the 180-day filing limit.
  - Dates of service (DOS) before January 1, 2019, are subject to the previous, one-year filing limit.



# Helpful Tools

# Helpful Tools

## Provider Relations Consultants



REGION	FIELD CONSULTANT	EMAIL	TELEPHONE	COUNTIES SERVED
Illinois Michigan	1 Jean Downs	INXIXRegion1@dxc.com	(317) 488-5071	Dekalb, Elkhart, Fulton, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, Whitley Chicago, Watseka Sturgis
	2 Shari Galbreath	INXIXRegion2@dxc.com	(317) 488-5080	Allen, Adams, Benton, Blackford, Cass, Carroll, Clinton, Delaware, Fountainm Grant, Howard, Huntington, Jay, Madison, Miami, Montgomery, Randolph, Tippecanoe, Tipton, Wabash, Warren, Wells, White Danville
Illinois	3 Crystal Woodson	INXIXRegion3@dxc.com	(317) 488-5324	Boonem Hamilton, Hendricks, Johnson, Marion, Morgan
Kentucky  Kentucky Ohio	4 Ken Guth	INXIXRegion4@dxc.com	(317) 488-5153	Clay, Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Spencer, Sullivan, Vanderbirgh, Vermillion, Vigo, Warrick Owensboro
	5 Virginia Hudson	INXIXRegion5@dxc.com	(317) 488-5186	Bartholomew, Brown, Clark, Dearborn, Decatur, Fayette, Hancock, Henry, Jackson, Jennings, Monroe, Ohio, Ripley, Rush, Scott, Shelby, Switzerland, Union, Washington, Wayne Louisville Cincinnati, Harrison, Hamilton, Oxford
	Judy Green		(317) 488-5026	All other out of state areas not previously listed
Team Lead	Jenny Atkins		(317) 488-5032	

# Helpful Tools

## IHCP website at [in.gov/medicaid/providers](http://in.gov/medicaid/providers):

- *IHCP Provider Reference Modules*
- *Medical Policy Manual*
- Contact Us – Provider Relations Field Consultants

## Customer Assistance available:

- Monday – Friday, 8 a.m. – 6 p.m. Eastern Time
- 1-800-457-4584

## Secure Correspondence:

- Via the Provider Healthcare Portal
  - (After logging in to the Portal, click the **Secure Correspondence** link to submit a request)



# Questions

**Following this session please review your schedule for the next session you are registered to attend**



# Session Survey

Please use the QR code or the weblink below to complete a survey about the session you just attended. Each session has a unique survey so be sure to complete the appropriate one for each session you attend. We will be taking your feedback from this survey to improve future IHCP events.



<https://tinyurl.com/fssa1063>

